

25 January 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Senior Seminar

STATINTL

Seminar 3 began on Sunday, 21 January, at the [REDACTED]

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[REDACTED] The 20 participants and the staff assembled in the late afternoon for a get-acquainted buffet followed by an evening session which I attended and at which we discussed the purposes and significance of the Seminar.

The program for this week covers "The Senior Officer as Manager" and includes a two-day workshop, given by two staff members from the Federal Executive Institute, management case studies, and guest panelists from Headquarters.

The remaining eight weeks of the Seminar will be held at the Chamber of Commerce building except for five one-day local field trips.

b. Petroleum Course for OER Analysts

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[] a senior petroleum analyst in OER who is scheduled to retire in June, consulted with OTR/SIWA about the development of a course on petroleum. OER has asked [] to develop the course so as to pass on some of his expertise to the younger analysts before his retirement. If things go as planned, there will be three monthly presentations at Headquarters beginning in March. SIWA staff members will provide any guidance that [] needs in developing his program.

c. CT Attendance in Support Services Review: Trends & Highlights

After discussing the benefits cited in critiques by the five CTs who attended the most recent running of the course on an experimental basis, the Program Officers of the CT staff are exploring the possibility of fitting the members of the January Class into two of the three courses scheduled to be given between now and the end of June. The mix with the Support Careerists who attend the program is preferred to setting up a running for the CTs only.

d. Middle-level Management Training

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On 15 January the task force, consisting of [] Support Directorate; [], Clandestine Service; [] S&T Directorate; and [] of OTR as chairman, began work on this project. (The DDI representative has not yet been nominated.)

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Having tentatively defined a middle-manager as a grade GS 13-15 who supervises supervisors, the task force has asked the Office of Personnel to supply two computer runs on this group giving names, position titles, locations, and training records. (The Agency population of this group is estimated at persons.) The task force plans to send questionnaires to a portion of this population as a first step of inquiry before undertaking a more selective series of personal interviews.

2. General

STATINTL a. Feedback from the two Agency participants in the FSI Senior Seminar in Foreign Policy, , indicated that the "Day at CIA" was highly successful. The class voiced high praise and appreciation for the program and the reception they received at the Agency. They thought that Mr. Colby had set just the right tone and gave the appropriate subject coverage in his opening presentation on the organization of intelligence in the U.S. Government. A number of the visitors mentioned that they had been pleasantly surprised at the candor shown by all the speakers.

STATINTL b. Two members of the Army War College staff visited OTR on 12 Jan to discuss the 2 February visit to the Agency by the 32 members of the current War College class. The program will begin at 10 a.m. with a 45-minute presentation by Mr. Colby, to be followed by Paul Walsh on the "National Intelligence Product," tours of the OCI and FMSAC operations centers, and on the Clandestine Service. General Walters will be the

3. Notes

The CSC Federal Women's Symposium scheduled for 24-26 January at Fredericksburg has been postponed because of the death of former President Johnson. New dates will be announced next week. . . . Eight Agency employees have been enrolled in the Annual Conference of the American Society for Public Administration being held at the University of Delaware, 25-26 January. The group includes five from the Support Directorate (3 OP 2 O/DDS), two from the DDI, and one from the DDS&T. . . . Administrative briefings for external training were given to three Support Careerists during the week: [redacted], OC, who will be studying [redacted] full time^{25X1} for 24 weeks at FSI beginning 22 January; and [redacted], OF, who will be attending the Program for Management Development at Harvard, beginning 31 January. . . . [redacted] a GS-14 from OCS, will also attend the Harvard program. He is the first black employee from the Agency to attend this course. . . . Mr. Thomas Yale, D/OF, and Messrs. [redacted] and [redacted] also from OF, have been enrolled in CSC's Financial Management Conference to be held on 31 January at the Mayflower Hotel. . . . Mr. [redacted] C/S/TSD, visited the [redacted] on 11 January to initiate discussions with [redacted], on matters relating to TSD's assumption of responsibility for the [redacted] [redacted] .. On 12 January [redacted] [redacted] received a telephonic request to talk at the monthly meeting of the

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[REDACTED]

request was dropped by mutual agreement. . . . In an applicant typing test given on 12 January, one individual typed 100 words per minute with only five errors. This is believed to be a record in the Agency.

4. Briefings

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Three briefings on CIA were presented during the week of 15 January, including one at Headquarters on 17 January for a [REDACTED] gence officer.

5. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning 28 January.

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[REDACTED]

HUGH T. CUNNINGHAM
Director of Training

Att

**High-Level Guest Speakers
for the Week Beginning 28 January 1973**

	<u>Name</u>	<u>Course</u>	<u>Location & Time</u>
		<u>Monday, 29 January</u>	
25X1A	[Redacted]	Senior Seminar	C of C, Rm. 100 1400 - 1600
	John W. Coffey DD/S	Advanced Operations	Hq., Rm. 7D-34 1330 - 1500
25X1A	[Redacted]	Advanced Operations	Hq., Rm. 6D-29 1515 - 1700
		<u>Tuesday, 30 January</u>	
	Harold L. Brownman D/OSP	Senior Seminar	Hq., Rm. 6B-02 0830 - 1130
	Leslie C. Dirks DD/OSP	Senior Seminar	Hq., Rm. 6B-02 0830 - 1130
	John N. McMahon D/OEL	Senior Seminar	Hq., Rm. 6B-02 1300 - 1430
25X1A	[Redacted]	Advanced Operations	Hq., Rm. 3C-34 0900 - 1045
		Advanced Operations	Hq., Rm. 3C-34 1100 - 1200
		Advanced Operations	Hq., Rm. 3D-03 1330 - 1500
		Advanced Operations	Hq., Rm. 6D-03 1515 - 1700
		<u>Wednesday, 31 January</u>	
		Senior Seminar	C of C, Rm. 100 0830 - 1000

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Wednesday, 31 January, Contd.

25X1



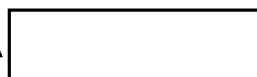
Thomas G. Belden
Chief Historian,
US Air Force

Senior Seminar

C of C, Rm. 1001
0830 - 1000

Advanced
Operations

25X1A


0900 - 1200

Advanced
Operations

Hq., Rm. 4B-42
1330 - 1500

Advanced
Operations

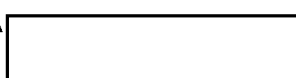
Hq., Rm. 4B-42
1330 - 1500

Advanced
Operations

Hq., Rm. 5D-03
1515 - 1700

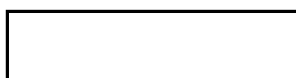
Survey of
Intelligence Infor-
mation Systems
(rescheduled from
19 Jan.)

25X1A


0900 - 1100

Survey of
Intelligence Infor-
mation Systems

25X1A


1300 - 1500

Thursday, 1 February

25X1A



Rob Roy Ratliff
40 Committee
Executive Secretary

Senior Seminar

C of C, Rm. 1001
1000 - 1200

Advanced
Operations

Hq., Rm. 3C-24
0900 - 1045

Paul V. Walsh
ADD/I

Advanced
Operations

Hq., Rm. 7E-32
1100 - 1230

25X1A



Advanced
Operations

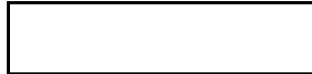
Hq., Rm. 5B-46
1315 - 1500

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Thursday, 1 February, Contd.

25X1A



Advanced
Operations

Hq., Rm. 3D-3103
1515 - 1700

Friday, 2 February

William E. Colby
Ex. Dir. -Compt.

Army War
College Visit to
CIA Hqs.

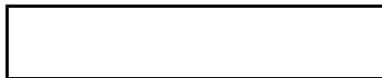
Hq., Rm. 1A-07
1000 - 1045

Paul V. Walsh
ADD/I

AWC Visit

Hq., Rm. 1A-07
1050 - 1140

25X1A



AWC Visit

Hq., Rm. 1A-07
1400 - 1455


Lieutenant General
Vernon A. Walters
DDCI

AWC Visit

Hq., Rm. 1A-07
1500 - 1530

Sidney Gottlieb
C/TSD

Senior Seminar

 25X1A
0900 - 1230

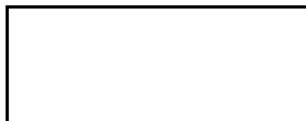
Carl E. Duckett
DD/S&T

Advanced
Operations

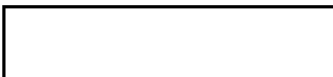
Hq., Rm. 6E-60
1400 - 1600

25X1A


25X1A



Survey of
Intelligence Infor-
mation Systems


1000 - 1200

25X1A

Note: The Attache Class, Defense Intelligence School, will visit Headquarters on Wednesday, 31 January, 0800 - 1300, in Room GA-13. They will be briefed by  and other members of the Office of Security; Chief or Deputy Chief, CIA Operations Center; and Director or Deputy Director of Logistics.

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